JOB DESCRIPTION

TITLE: Director of Human Resources

SUPERVISOR: President

JOB OBJECTIVE: Directs daily functions of the Office of Human Resources; monitors college's compliance with affirmative action/equal employment opportunity regulations.

ESSENTIAL JOB FUNCTIONS:

A. Provides information and executes functions relating to appointments, transfers, promotions, demotions, retirements, benefits, leaves and separations
B. Serves as custodian of all personnel records on past and present full-time, part-time and temporary employees of the institution and technology centers
C. Serves as liaison between the college and the Tennessee Board of Regents and other TBR universities, colleges and technology centers
D. Ensures that the preparation of personnel budgets are accurately reflected by the HRS system for reporting to TBR and for day-to-day administration; ensures that positions in the HRS system reflect all and only those positions approved by the TBR
E. Ensures currency of HR/Affirmative Action policies and procedures
F. Serves as coordinator for the American with Disabilities Act (ADA), Title VI, and Title IX programs
G. Initiates recruitment procedures to attract prospective employees to the institution; ensures compliance with Federal, TBR, and college EEO/AA/ADA guidelines and policies in search and hiring processes
H. Provides orientation/counseling for new employees, including dissemination of information regarding EEO/AA/ADA guidelines and sexual/racial non-harassment policy
I. Investigates allegations or sexual/racial harassment, reports results, makes recommendations to president
J. Oversees the college’s professional development program
K. Coordinates the employee performance appraisal system
L. Performs other work as assigned

MINIMUM JOB STANDARDS:

A. Bachelor's degree in Human Resources or related field
B. Supervisory experience
C. Computer skills

JOB LOCATION: The primary location is on the college’s main campus. Occasional travel throughout the service area may be required.

EQUIPMENT: Equipment as required to accomplish essential job functions, including general office equipment

CRITICAL SKILLS/EXPERTISE:

- Effective oral and written communication skills
- Excellent organizational skills
- Effective problem-solving/decision-making skills
- Ability to establish and maintain effective professional relationships with a diverse group of individuals, both internal and external
- Ability to effectively prioritize tasks and meet deadlines

NON-ESSENTIAL FUNCTIONS: None

SALARY: 

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed